

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name vs. Name

Dear Name:

The court reporter has forwarded me a copy of the transcript of your deposition taken on Date. You need to make arrangements to come by my office to read and sign the deposition prior to Date. Please let me know when it will be convenient for you to come by and handle this matter.

If I can be of assistance in any other way, please do not hesitate to call me.

Sincerely,

Name

BY:

Name

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